DOCUMENT RESUME

ED 041 246 AC 008 382

TITLE	Agency Training Centers for Federal Employees.
INSTITUTION	Civil Service Commission, Washington, D.C. Bureau of Training.
REPORT NO	PAM-T-5
PUB DATE	Jun 70
NOTE	103p.: Revised edition
AVAILABLE FROM	Superintendent of Documents, U.S. Government Printing Office Washington, D.C. 20402 (Document No. 1970 0-389-650)
EDRS PRICE	EDRS Price MF-$0.50 HC Not Available from EDRS.
DESCRIPTORS	Admission Criteria, *Agencies, *Continuing Education Centers, *Directories, *Federal Government, Geographic Regions, *Government Employees, Information Sources, Training Objectives, Units of Study (Subject Fields)

ABSTRACT

Planned to provide management and training officials throughout the Federal Government with up-to-date information on agency operated training centers, this directory gives, for each center, the purpose, programs or courses offered, eligibility for attendance, and sources for further information. Ten regional centers of the Civil Service Commission are listed. Then follow: nine centers under the Department of Agriculture; one under the Civil Service Commission; six under the Department of Commerce; and others under Department of Defense; the District of Columbia; Health, Education and Welfare; Interior; Justice; Panama Canal Company; Post Office; Railroad Retirement Board; Small Business Administration; State; Transportation; and the Treasury--87 in all. There is an index of location by state and a subject index. (PT)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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AGENCY TRAINING CENTERS FOR FEDERAL EMPLOYEES

Agency Training Centers For Federal Employees

JUNE 1970

AC008382

U.S. CIVIL SERVICE COMMISSION
BUREAU OF TRAINING

ED041246

AGENCY TRAINING CENTERS

FOR FEDERAL EMPLOYEES

REVISED EDITION, JUNE 1970

UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF TRAINING

TRAINING INFORMATION AND RESOURCES DIVISION

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INTRODUCTION

Agency Training Centers for Federal Employees is published to provide management and training officials throughout the Federal Government with up-to-date information on agency operated training centers. It also provides information on the number and variety of programs offered at these centers and on the general characteristics of these valuable resources for the training of Federal civilian employees.

This directory is also intended to encourage closer cooperation between State or local governmental units and nearby Federal agencies with whom they share common training needs.

For the purposes of this directory, agency training centers are defined as having:

* A separate entity or identifiable organization,

* A specific budget allotment or fund control,

* A curriculum or series of courses offered on a continuing basis,

* A specific manpower ceiling or staff complement.

Among the reasons Federal agencies establish and operate their own training centers are the following:

(1) provide Federal employees with agency-oriented training programs on a continuing basis,

(2) provide necessary training for occupations unique to the Federal service,

(3) supplement training provided through other resources of the agency or through interagency or non-Government facilities,

(4) achieve economies by using agency equipment, facilities and staff, and by reducing tuition and travel costs and time away from the job.

(5) assist other agencies in meeting training needs by providing programs primarily for other agency personnel.

The use of this directory as a resource document meets part of the requirements of the Government Employees Training Act to search Government sources of training prior to using non-Government training resources. The other resource documents available for review for this purpose are the Interagency Training Programs Bulletins and Interagency Training Programs Calendars. If one of the courses offered by an agency center appears to meet another agency's need, a contact should be made to determine the specific nature and availability of the training. When appropriate, agencies should make every effort to share their training resources.

Agencies which do not have sufficient resources or trainees to justify establishing a center of their own, but believe that a center would be of value to them in meeting organizational needs, should explore the possibility of combining their resources with those of other agencies in order to establish jointly-operated training centers which would fulfill their similar training requirements.

Information and advice on establishing agency training centers may be obtained from Training Information and Resources Division, Bureau of Training, at the Civil Service Commission, 1900 E Street, NW., Washington, D. C. 20415. (202-632-5660) Assistance in setting up training centers in also given by Directors of Civil Service Commission Regional Training Centers listed on page

REGIONAL TRAINING CENTERS
U.S. CIVIL SERVICE COMMISSION

CSC Regions	States Served
Regional Training Center Atlanta Region U.S. Civil Service Commission Merchandise Mart 240 Peachtree Street, NW. Atlanta, Georgia 30303	Georgia, Alabama, Florida Tennessee, Mississippi, North,and South Carolina
Regional Training Center Boston Region U.S. Civil Service Commission Post Office & Courthouse Bldg. Boston, Massachusetts 02109	Massachusetts, Maine, Vermont, New Hampshire, Connecticut, Rhode Island
Regional Training Center Chicago Region U.S. Civil Service Commission Maine Post Office Building 433 West Van Buren Street Chicago, Illinois 60607	Illinois, Ohio, Indiana, Kentucky, Michigan, Wisconsin
Regional Training Center Dallas Region U.S. Civil Service Commission 1114 Commerce Street Dallas, Texas 75202	Texas, Oklahoma, Arkansas Louisiana
Regional Training Center Denver Region U.S. Civil Service Commission Building 20 Denver Federal Center Denver, Colorado 80225	Colorado, Utah, Wyoming, Arizona, New Mexico
Regional Training Center New York Region U.S. Civil Service Commission Federal Building 26 Federal Plaza New York, New York 10007	New York, New Jersey, and Puerto Rico and the Virgin Islands

CSC Region	States Served
Regional Training Center Philadelphia Region U.S. Civil Service Commission Customhouse Second and Chestnut Streets Philadelphia, Pennsylvania 19106	Pennsylvania, Maryland and Virginia (except D.C. metropolitan area), Delaware, and West Virginia
Regional Training Center Seattle Region U.S. Civil Service Commission 3004 Federal Office Building Seattle, Washington 98104	Washington, Montana, Idaho Oregon, Alaska
Regional Training Center San Francisco Region U.S. Civil Service Commission Federal Bldg. - Box 36010 450 Golden Gate Avenue San Francisco, California 94102	California, Nevada, Hawaii
Regional Training Center St. Louis Region U.S. Civil Service Commission 1256 Federal Building 1520 Market Street St. Louis, Missouri 63103	Missouri, Kansas, Iowa, North and South Dakota Minnesota, Nebraska

FIGURE 1

LOCATION OF AGENCY TRAINING CENTERS

CANAL ZONE 1

GERMANY 1

VIETNAM 1

GEOGRAPHIC DISTRIBUTION OF AGENCY TRAINING CENTERS

Location	Number of Centers
Washington, D.C.	17
Maryland	6
Virginia	10
Georgia	3
Illinois	5
Oklahoma	3
California	6
Ohio	3
North Carolina	1
New Jersey	2
Alabama	2
Arizona	2
Texas	5
Utah	1
Tennessee	1
New York	4
Massachusetts	1
Nevada	1
Nebraska	2
New Mexico	2
Indiana	3
Oregon	2
West Virginia	1
Colorado	2
Missouri	2
Pennsylvania	2
Minnesota	1
Canal Zone	1
Vietnam	1
Germany	1
TOTAL	93

Department of Agriculture

Consumer and Marketing Service

CONSUMER AND MARKETING SERVICE TRAINING CENTER
Washington, D.C.

Purpose: To provide secretarial and clerical personnel with the knowledge and skill necessary to efficiently and effectively carry out their duties.

Programs or Courses Offered:

Arithmetic
Correspondence Procedures
English Grammar
Office Telephone
Shorthand Speed Building
Spelling
Vocabulary Improvement

Who May Attend: Employees are considered on the basis of need for training and suitability of the training to meet the need. Other Federal personnel will be considered on the basis of need for training availability of space.

For Further Information Contact:

Chief, Employee Development Branch
Personnel Division
Consumer and Marketing Service
U.S. Department of Agriculture
Washington, D.C. 20250

Phone: Area Code 202, 388-6953

Department of Agriculture

Consumer and Marketing Service

CONSUMER PROTECTION PROGRAM TRAINING CENTERS
Fort Worth, Los Angeles, Omaha, St. Paul and Gainesville, Georgia

Purpose: To provide meat and slaughter inspectors with the knowledge and skill necessary for them to efficiently and effectively carry out various levels of responsibility. These centers augment on-the-job training.

Programs or Courses Offered:

Four to twelve week programs in processing and slaughter are offered at all locations except Gainesville, where Cross-training in Poultry Inspection Procedures is given.

Who May Attend: Federal, State, local and foreign national personnel may be admitted to these centers upon request. Requests will be considered on the basis of the need for training, the suitability of the training to fit the need, and the availability of training space.

General Information: The centers provide training for employees of other agencies and non-Federal employees. Trainees are housed in commercial facilities at or near the training centers.

For Further Information Contact:

Chief, Employee Development Branch
Personnel Division
Consumer and Marketing Service
U.S. Department of Agriculture
Washington, D.C. 20250

Phone: Area Code 202, 388-6953

Department of Agriculture

Forest Service

CONTINENTAL DIVIDE TRAINING CENTER
Continental Divide, New Mexico

Purpose: To provide for the fulfillment of the training needs of Region 3 and its employees.

Programs or Courses Offered:

Resident Courses

Administrative Management
Advanced Management
Basic Supervision
Blaster's Qualifying Training
Communication for Managers
Engineering Photogrammetry
Engineering Technical Orientation
Executive Reading
Fire Behavior
Fire Prevention
Geodesy
Instructor Training
Land Line Location
Large Fire Organization and Management
Law Enforcement and Trespass
Leadership Through Communications
Managerial Grid Seminar
Materials Testing and Concrete Design
Personnel Management
Photo Interpretation
Practical Indoctrination
Professional Indoctrination
Project Engineering
Radiological Defense Officer
Rest Rotation Grazing Workshop
Road Design
Timber Management Workshop
Watershed Staffmen's Conference
Wildlife Staffmen's Conference

Correspondence Courses

Directives User Course
Improving Your Written Communications
Plant Identification
Range Ecology

Who May Attend: There are no specific admission requirements but some courses require previous training.

General Information: Agency personnel, interagency employees, and non-Federal personnel are trained at this Center. Housing facilities are provided. Courses vary in length from two days to five weeks.

For Further Information Contact:

Mr. Dan L. Childress, Employee Development Officer
U.S. Department of Agriculture
517 Gold Avenue, NW.
Albuquerque, New Mexico 87101

Phone: Area Code 505, 843-2411

Department of Agriculture

Soil Conservation Service

NORTHEAST TRAINING CENTER
Upper Darby, Pennsylvania

MIDWEST TRAINING CENTER
Lincoln, Nebraska

SOUTH TRAINING CENTER
Fort Worth, Texas

WESTERN TRAINING CENTER
Portland, Oregon

Purpose: Soil Conservation Service training centers provide facilities, staff assistance and leadership for conducting group training, home study correspondence courses or other types of formalized training and help the states as needed in the development of programs and plans to meet their training needs and in evaluating training provided.

Programs or Courses Offered:

Resident Courses

- Basic Soil Mechanics
- Conservation of Soil, Water and Plant Resources
- Construction Inspection
- Contract Administration
- Drainage
- Engineering
- Engineering Surveying
- Erosion Control Practices
- Hydraulics
- Irrigation
- Management of a Work Unit
- Management Training Conference
- Sedimentation for Geologists
- Small Structure Planning
- Soil and Water Conservation
- Soil Correlation
- Soil Survey Report Writing
- Training Methods

Correspondence Courses

- Basic Lettering
- Engineering Problems
- Exponents and Their Application to Engineering
- Hydraulics
- Logarithms and their Use
- Precision and Efficiency in Arithmetic
- Principles of Management
- Some Basic Principles of Algebra
- The Engineering Approach
- The Slide Rule
- Trigonometry

Who May Attend: Prerequisites for admission vary, depending on individual course requirements.

General Information: Professional employees from field offices serve as part-time instructors and supplement the ten full-time faculty members. Housing arrangements are made with local hotels and motels at special rates.

For Further Information Contact:

Chief, Employee Development and Safety Branch
South Agriculture Building, Room 6214
Fourteenth Street and Independence Avenue, S.W.
Washington, D.C. 20250

Phone: Area Code 202, 388-4907

Department of Agriculture

Agricultural Research Service

PLANT QUARANTINE DIVISION TRAINING CENTER
New York, New York

Purpose: The Center plans and directs the conduct of a Division-wide training and development program to provide a general career plan for all professional employees; provides evaluations and feasibility data on out-service training recommendations; provides training in applicable scientific disciplines and management responsibilities and activities.

Programs or Courses Offered:

Resident Courses

- Accelerated Inspection Systems
- Administrative Assistant Trainee Course
- Basic Training for Plant Quarantine Inspectors
- Defensive Driving Course
- Interagency Clearance of Yachts and Private Aircraft
- Managerial Grid Seminars
- Plant Quarantine Entomology
- Plant Quarantine Nematology
- Plant Quarantine Pathology
- Plant Quarantine and Plant Protection
- PQ Procedures for ANH Inspectors
- Preclearance of Viet Nam Cargo
- Supervisory Training Program

Who May Attend: Professional employees holding a college degree in one of the biological sciences.

General Information: The Center provides training for employees of other agencies and non-Federal personnel. The Center aids trainees in obtaining accommodations.

For Further Information Contact:

Mr. J.S. Frey, Assistant to the Director for Management
U. S. Department of Agriculture, Agriculture Research Service, Plant Quarantine Division
Federal Center Building
Hyattsville, Maryland 20782

Phone: Area Code 202, 388-8428

Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE TRAINING CENTER
Front Royal, Virginia

Purpose: The Center's objective is to provide programs designed to meet United States Department of Agriculture needs with minimum cost to its participating agencies.

Programs or Courses Offered:

Seminars in Executive Development
- Historical Development of American Politics
- Labor's Role in a Democratic Society
- Liturature's Role in the Search for an American Identity
- Our System of Politics and Law
- U. S. Foreign Policy in the Changed World

Seminars in Middle Management
- Change by Design
- Communications in Management
- Human Elements in Managing
- Motivation Through Leadership
- Philosophy of General Management
- Politics and Management
- Process of Management
- Supervisory Problems and Achievements
- The Manager's Role in Automatic Data Processing

Kepner-Tregoe Problem Solving and Decision Making

Who May Attend: Employees of agencies of the United States Department of Agriculture who have supervisory responsibilities, recognized competence and potential; and whose service in the Department can be expected to continue for a reasonable period of time.

General Information: The number of trainees per agency is limited to promote a well-balanced program of interagency participation. On-location housing is available.

For Further Information Contact:

Dr. E. R. Draheim, Chief, Employee Development
Safety and Welfare Division
Office of Personnel, Room 341-W, Admin. Building
U.S. Department of Agriculture
Fourteenth Street and Independence Avenue, S.W.
Washington, D.C. 20250

Phone: Area Code 202, 388-6977

Atomic Energy Commission

ARGONNE CENTER FOR EDUCATIONAL AFFAIRS
Argonne, Illinois

Purpose: To provide a high degree of assurance of detecting and deterring possible diversion of nuclear material from peaceful to unauthorized uses. The objective of the courses is to train inspectors for the AEC, private industry, and safeguards organizations.

Programs or Courses Offered:

Fundamentals of Nuclear Materials Control
Introduction to Nuclear Technology
Measurements in Nuclear Materials Safeguards
Workshop in Safeguards

Who May Attend: Programs are designed for employees of the Atomic Energy Commission, employees of other Federal agencies, and employees of firms in the nuclear industry who pursue work involving nuclear materials.

General Information: Participants are housed at the Lodging Facility at Argonne National Laboratory and may eat at the Argonne cafeterias.

For Further Information Contact:

Dr. Manual A. Kanter
Safeguards Training Program
Argonne Center for Educational Affairs
Argonne, Illinois 60439

Phone: Area Code 312, 739-2211

Civil Service Commission

FEDERAL EXECUTIVE INSTITUTE
Charlottesville, Virginia

Purpose: The program is designed to help meet education and training needs of upper echelon Federal civil service employees. The broad educational goals set for the Institute are:

- To heighten career executive responsiveness to national needs and goals.
- To increase career executive appreciation of the totality of the governmental system.
- To improve career executive knowledge of managerial processes.

Programs or Courses Offered:

Five eight-week residential programs in executive education are offered during each academic year. In addition, special seminars are often presented between the regularly scheduled programs.

Who May Attend: The "Residential Program in Executive Education" is for employees in grades GS-16 and above.

General Information: The enrollment in each eight-week session is limited to sixty people. This is a complete live-in facility with room and board included for all participants.

For Further Information Contact:

Director
Federal Executive Institute
Route 29 North
Charlottesville, Virginia 22903

Phone: Area Code 703, 296-1295

Civil Service Commission

REGIONAL TRAINING CENTERS

Atlanta, Boston, Chicago, Dallas,
Denver, New York, Philadelphia,
St. Louis, San Francisco, Seattle

Purpose: To provide training to meet agency needs throughout the United States.

Programs or Courses Offered:

All regional centers offer courses in personnel management, general management, and communications and office skills. In addition, ADP training is available for interregional coverage in San Francisco, Chicago, New York and Dallas; financial management and PPB training is available in San Francisco, St. Louis, Atlanta, and Philadelphia. Courses at these centers include a core curriculum similar to that offered by the Bureau of Training in Washington, D. C.

Who May Attend: Participants are selected by their agencies based upon criteria established for each course and available in the Interagency Training Programs Bulletin published by each Civil Service Commission region.

For Further Information Contact:

Contact Regional Training Centers for information on specific courses. See list on pages 3 and 4.

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Civil Service Commission

Bureau of Training

ADP MANAGEMENT TRAINING CENTER
Washington, D. C.

Purpose: The ADP Management Training Center was established to fulfill the training requirements assigned to the Civil Service Commission by Circular A-71 from the Executive Office of the President, Bureau of the Budget, dated March 6, 1965. Under this authority the Center conducts the necessary training for executives and other key personnel to achieve a greater effectiveness in ADP management.

Programs or Courses Offered:

ADP User Education

ADP Orientation
ADP Orientation for Management Interns
Management Introduction to ADP
Executive Seminar in ADP
Executive Workshop in ADP Programming
Executive Workshop in ADP Systems Analysis
ADP Systems Analysis Seminar
Seminar on ADP in Personnel Management
Seminar on ADP in Financial Management
Seminar on ADP in Technical Information Systems
Seminar on ADP and the Law
Seminar on ADP in Supply Management
Seminar on ADP and Medicine
Seminar in ADP for Employee Development Specialists
Seminar on Scientific and Technical Applications of ADP
Workshop in Indexing and Abstracting for ADP Information Systems

Computer Specialist Training

Systems Analysis for Computer Programmers
Systems Workshop for Computer Specialists
Field Work Program in ADP Systems Analysis
Workshop in ADP Systems Analysis Techniques
Seminar in ADP Management and Administration
Seminar in Computer System Evaluation and Selection
Seminar in Advanced Computer Systems Technology
Decision Logic Table Workshop
Introductory Conversational Computing
Fundamentals of ADP for Computer Specialist Trainees

Civil Service Commission - continued

ADP Auditor Training

Principles and Practices of Auditing in the ADP Systems Environment

Who May Attend: Specific eligibility requirements are established for each course. In general they consist of basic skills, knowledges, experience and Center course progressions coupled with GS grade and job responsibility prerequisites.

General Information: The ADP Management Training Center currently concentrates on relatively short-term programs from two to twenty days in length. A wide variety of instructional methods are utilized to achieve training objectives. Workshops, lectures, panel discussions, group discussions, question-and-answer sessions, abstract preparation with student presentations, tours, practical exercises, and selected readings are used as appropriate. In many programs participants receive "hands-on" computer or remote terminal experience.

For Further Information Contact:

Director
The ADP Management Training Center
Bureau of Training
U.S. Civil Service Commission
1900 E Street, NW.
Washington, D.C. 20415

Phone: Area Code 202, 632-5650

Civil Service Commission

Bureau of Training

COMMUNICATIONS AND OFFICE SKILLS TRAINING CENTER
Washington, D. C.

Purpose: To help meet the need for communications and secretarial-clerical training in the Federal Government.

Programs Offered:

Better Office Skills and Service
Effective Briefing Techniques
Effective Letterwriting for Management
Operation Update
Report Writing Workshop
Secretarial Techniques
Technical Writing Workshop
Shorthand Excellence
Workshop in Effective English
Writing Effective Letters
Writing Regulations and Procedures for Public Understanding

Who May Attend: Federal, State and local Government employees who meet the admission criteria for each specific course.

General Information: The cost for each trainee in every course is shared by the participating agencies. Last year approximately 2,400 employees were trained by the Communications and Office Skills Training Center.

For Further Information Contact:

Director
Communications and Office Skills Training Center
U. S. Civil Service Commission, Room 7H29
1900 E Street, N. W.
Washington, D. C. 20415

Phone: Area code 202-632-5611

Civil Service Commission

Bureau of Training

EXECUTIVE SEMINAR CENTER
Kings Point, New York; Berkeley, California

Purpose: To provide a series of seminars designed to broaden the conceptual understanding and to enhance the administrative abilities of mid-level executives from all departments and agencies.

Programs or Courses Offered

Administration of Public Policy
Effects of Technological Development
Environment of Federal Operations
Federal Program Management
Intergovernmental Programs and Problems
International Affairs and Federal Operations
Management of America's Resources
Management of Organizations
Social Programs and Economic Opportunities
The National Economy and the Federal Executive

Who May Attend: The Executive Seminar Centers are meant for mid-level executives with recognized potential performing at levels of difficulty normally found at grades GS-14 and 15 or their equivalent.

General Information: The Executive Seminar Centers are live-in facilities, providing room and board for all participants.

For Further Information Contact:

Director
Executive Seminar Center
C/O U. S. Merchant Marine Academy
Kings Point, Long Island, New York 11024

Phone: Area Code 516-487-4500

Director
Executive Seminar Center
Room 301, Campus Bancroft Bldg.
Berkeley, California 94704

Phone: Area Code 415-841-5121

Civil Service Commission

Bureau of Training

GENERAL MANAGEMENT TRAINING CENTER
Washington, D. C.

Purpose: The General Management Training Center conducts training in the Washington, D. C., area for career managers and staff specialists. Courses are given for each level--first line supervisors, middle managers, and executive personnel. In addition to meeting more generalized training needs, the Center offers courses which explore selected fields such as legislative operations and intergovernmental relations. Certain specialized courses are provided for scientists, engineers, and attorneys emphasizing subject areas not adequately satisfied through other sources of training.

Programs or Courses Offered:

Executives, Managers and Supervisors -

1. A series of six related courses starting with an introductory course for new supervisors and progressing to an advanced seminar for senior career executives. In addition to conducting these courses on an interagency basis, the Center trains agency instructors who conduct these courses for their own agencies.

2. A variety of training to keep executives and managers abreast of new developments and to provide them with knowledge in specialized substantive areas of responsibility such as management of America's water resources, Metropolitan problems and management of "grants" programs.

Scientists and Engineers -

Courses in science policy, management of science and engineering organizations, and in specialized areas such as contracting and information resources.

Attorneys and Hearing Examiners -

Courses to help orient those new to Government, keep others abreast of significant new developments, and provide those in management positions an opportunity to learn effective methods for meeting their responsibilities.

Civil Service Commission - continued

Who May Attend: All employees of Federal executive departments and agencies, independent regulatory agencies, the General Accounting Office, the Government Printing Office and the Library of Congress; employees of State and local governments; and Foreign Nationals sponsored by appropriate Federal agencies. To attend these courses, an employee must be nominated by his agency.

General Information: A brochure briefly describing the General Management Training Center and the 51 courses offered by it is available upon request. Likewise, announcements with more specific information on individual courses are available.

For Further Information Contact:

Director
General Management Training Center
Bureau of Training
U.S. Civil Service Commission
1900 E Street, NW.
Washington, D.C. 20415

Phone: Area Code 202, 632-4472

Civil Service Commission

Bureau of Training

MANAGEMENT SCIENCES TRAINING CENTER
Washington, D. C.

Purpose: To provide interagency and intergovernmental training and development programs in the specialized disciplines and technical elements applied in the management of public programs and to focus on the development of critical communication links between the manager and the information-producing specialist. Under this concept training efforts are concentrated in these areas:

- Financial Management courses provide basic and follow-up training in budgeting, accounting, and auditing, with particular emphasis on management's use of information generated by these specialized disciplines and procedures.

- Management Systems Training programs offer core conceptual skills training in math, statistics and economics, decision-making, information systems and methods of analysis.

- Program Analysis Training is oriented to the needs of the producer of analysis. Courses range from training in basic and broadly used techniques to specific applications.

Programs or Courses Offered:

Financial Management

Accrual Accounting Workshop
Economic Investment Analysis
Management Use of Financial Information
Statistical Sampling for Financial Managers
The Federal Budget Process
Finance in Agency Management
Governmental Bookkeeping and Accounting

Management Systems

Executive Orientation in PPB
General Orientation in PPB
Systems Analysis for Government Operations
Models for Management Decisions
Economics for Public Managers
Executive Seminar in Decision Making Techniques
Executive Seminar in Statistical Science for Management
Mathematics for Managers

Civil Service Commission - continued

Mathematics for Middle Managers
Statistical Science for Analysis
Executive Seminar in Management Information Theory
Executive Seminar in Management Reporting Systems
Executive Workshop in the Design of a Management Information System

Program Analysis

Basic Data Analysis
Correlation and Regression Analysis
Discount Rates and Procedures
Linear Programming
Techniques and Methods of Operations Research Workshop
Cost Benefit Workshop
Determining Program Costs
Workforce Estimating
Executive Workshop in Operations Research Techniques
PPB Seminar

Who May Attend: Courses are open to Federal, State, and local government employees who meet the admission criteria for each specific course. Members of foreign governments may arrange for attendance through the U. S. State Department.

General Information: The tuition for each course represents the actual costs of instruction and materials, plus an equitable prorata of the costs of course development and administration of the Center. Per diem and transportation costs are not included and must be borne by the sponsoring activity.

For Further Information Contact:

Director
Management Sciences Training Center
Bureau of Training, Room 7H39
U. S. Civil Service Commission
1900 E Street, N. W.
Washington, D. C. 20415

Phone: Area code 202 - 632-5600

Civil Service Commission

Bureau of Training

PERSONNEL MANAGEMENT TRAINING CENTER
Washington, D. C.

Purpose: To conduct interagency training in personnel management subjects, and to assist other training activities on personnel management training methods and content.

Programs or Courses Offered:

Advanced Employee Development
Advanced Employee-Management Relations
Advanced Position Classification
Advanced Staffing and Placement
Adverse Actions
Basic Employee Development
Basic Employee-Management Relation
Basic Labor-Management Relations
Basic Staffing and Placement
Equal Employment Opportunity Counseling
Ideas and Authors: Personnel Management
Industrial Relations Seminar for Executives
Instructional Methods Workshop
Instructor Training
Introduction to Personnel Management
Investigation of Complaints of Discrimination
Management Development: Principles & Methods
Management and the Negotiated Agreement
Manager's Role in Occupational Metal Health
Manager's Role in Employee Development
Manager's Role in Performance Evaluation
Manpower Planning and Requirements
Negotiating and Implementing Agreements
Organization Theory
Personnel Assessment and Selection
Personnel Interviewing and Counseling
Personnel Management for Managers
Personnel Management for Personnel Assistants
Personnel Management for Personnel Specialists
Personnel Staffing Assistant Function
Position Classification and the Management Process
Position Management
Programmed Instruction: Applications for Government Training
Pre-retirement Planning Institute for Agency Advisors
Psychology and the Management of Human Resources
Role of the Federal Manager in EEO
Role of the Manager in Staffing
Supervision and the Negotiated Agreement
Training Institute for Recruiters
Workshop for Programmers

Additional courses are offered as public policy programs or agency needs require.

Civil Service Commission - continued

Who May Attend: Federal employees nominated by their employing agencies, and other public employees similarly nominated. Many of the Center's courses are designed for entry, middle, or upper level personnel specialists; others for managers and supervisors; and still others for any employee whose duties require knowledge of the subject-matter of the particular course. Each individual course announcement specifies the levels and kinds of employees for whom the course is primarily intended.

General Information: The Center trains several thousand people each fiscal year.

For Further Information Contact:

Director
Personnel Management Training Center
Bureau of Training
U. S. Civil Service Commission
1900 E Street, N. W.
Washington, D. C. 20415

Phone: Area code 202 - 632-5636

Department of Commerce

Environmental Science Services Administration

OFFICER TRAINING SECTION
Norfolk, Virginia

Purpose: To train newly commissioned officers in shipboard procedures and duties; to give young officers basic knowledge necessary for transition from a civilian to a military-type occupation; to facilitate overall understanding of the Environmental Science Services Administration, its organization, its mission, and its programs.

Programs or Courses Offered:

Commissioned Officer's School

Who May Attend: Enrollment is limited to personnel who qualify for a commission and who have a degree in engineering or science.

General Information: The student must acquire his own accommodations.

For Further Information Contact:

CDR George M. Poor
Atlantic Marine Center
Coast and Geodetic Survey
439 West York Street
Norfolk, Virginia 23510

Phone: Area Code 703, 627-7471 ext. 7382

Department of Commerce

Environmental Science Services Administration

WEATHER BUREAU TECHNICAL TRAINING CENTER
Kansas City, Missouri

Purpose: To provide the ESSA-Weather Bureau field engineering staff with the knowledge and skills required to install, activate, commission, and maintain meteorological and hydrological equipment and facilities at established standards of accuracy, reliability, and safety.

Programs or Courses Offered:

Engineering:

Electronics Technician Training
Electronic Supervisor Training
Facilities Technician Training

Meteorolgy:

Weather Service Operations Course

Who May Attend: Participants must have a basic knowledge of, and three years experience in, electronics.

General Information: Student rates are available at motels, hotels, apartment hotels, and private homes on bus routes and near the training center.

For Further Information Contact:

Mr. Herbert W. Rahmlow
Technical Training Coordinator (for Engineering Courses)
Engineering Division, Weather Bureau
Environmental Science Services Administration
Silver Spring, Maryland 20910

Phone: Area Code 301, 495-2454

Mr. Philip A. Calabrese, Meteorological Training Coordinator (for Weather Service Operations Course)
Weather Analysis & Prediction Division, Weather Bureau
Environmental Science Services Administration
Silver Spring, Maryland 20910

Phone: Area Code 301, 495-2454

Department of Commerce

Environmental Science Services Administration
and
National Bureau of Standards

ERL/NBS BOULDER LABORATORIES EDUCATIONAL CENTER
Boulder, Colorado

Purpose: To provide every opportunity, consistent with the best interest of the Government, for employees to improve their knowledge, skills, and efficiency and to prepare systematically for increased responsibility.

Programs or Courses Offered:

NBS-BL/ERL Career Technician Program
Shop Technician Program
Electronic Technician Program
Analysis Technician Program

Chemistry Courses
Computer Sciences Courses
Electronics Courses
First Aid (Standard, Advanced)
Mathematics Courses
Mathematics for Secretaries and Administrative Assistants
Mechanical Engineering Courses
Physics Courses
Project Management
Secretarial-Clerical Training

Who May Attend: Employees assigned to a non-professional area covered by the Career Technician Program may apply the work toward the certificate. Employees may enroll in courses without pursuing any certificate program if course eligibility requirements are met. Other courses are open to all ESSA and NBS employees and others who obtain special permission to attend.

General Information: These in-house courses are offered in cooperation with the University of Colorado primarily to meet agency training needs. Dormitory housing, as well as hotel and motel facilities, is available.

For Further Information Contact:

Mr. Jack L. Wiley
Employee Development Officer
ERL/NBS-BL Education and Training Office
Environmental Science Services Administration
Research Laboratories
Boulder, Colorado 80302

Phone: Area Code 303, 447-6372

Department of Commerce

National Bureau of Standards

NATIONAL BUREAU OF STANDARDS GRADUATE SCHOOL
Gaithersburg, Maryland

Purpose: The educational and training programs at the National Bureau of Standards are designed to improve the knowledge, skills, and efficiency of the agency's staff and to prepare them systematically for increased responsibilities.

Programs or Courses Offered:

Course offerings are explained in detail in the Announcement of Courses published for each academic year.

Who May Attend: The criteria for admission to all classes are based on the benefits that will accrue to the Bureau. These courses are normally restricted to members of the Bureau but permission for attendance may be obtained.

General Information: Certificates may be earned in the Technicians' Programs. Housing facilities are not provided.

For Further Information Contact:

Mrs. Ann B. Bartlett
Assistant Registrar
National Bureau of Standards Graduate School
Washington, D.C. 20234

Phone: Area Code 301, 921-3497

Department of Commerce

Patent Office

PATENT OFFICE ACADEMY
Arlington, Virginia

Purpose: The purpose of this center is to provide relatively new Patent Examiners with in-depth training in the basic and more advanced techniques and practices of patent examinations.

Programs or Courses Offered:

Basic and Advanced Patent Examiners Training Program

Who May Attend: All participants must have a degree in science or engineering, and be involved in patent examination or prosecution.

General Information: Lecture, classroom discussion, and case studies are used. This training program does not provide for living arrangements.

For Further Information Contact:

Chairman, Curriculum Committee
Patent Office Academy
Patent Office
Washington, D.C. 20231

Phone: Area Code 703, 557-3425

Department of Defense

Air Force

AIR FORCE PERSONNEL DEVELOPMENT CENTER
Gunter Air Force Base, Alabama

Purpose: To increase the technical competence of civilian personnel office specialists, to expand the managerial and staff skills of supervisory and executive members of the personnel vocation, and to support special courses, seminars and conferences concerning matters of timely importance in civilian personnel management.

Programs or Courses Offered:

Civilian Personnel Officer
Classification and Wage Administration, Basic and Advanced Course
Employee Career Development, Advance Course
Placement and Employee-Management Relations, Basic and Advance Course
Program Management
Union-Management Relations

Who May Attend: Participants must have capacity for development and desire for professional advancement and must be assigned to duties relating to the subject of the particular course.

General Information: Government housing is available to civilians upon request.

For Further Information Contact:

Dr. Henry J. Duel
Personnel Research Branch
Fields Programs Division AFPCP-HA
Hq. USAF
Forrestal Building
Washington, D.C. 20330

Phone: Area Code 202, 693-5313

Department of Defense

Air Force

EDUCATION AND TRAINING DIVISION
St. Louis, Missouri

Purpose: To plan, prepare, and conduct formal technical training courses in cartographic and photogrammetric science, aeronautical information, management, and communciation as required.

Programs or Courses Offered:

Professional Cartographer Course

Cartographic Sciences - e.g., Referencing Systems, Geodetic Evaluation, Compilation Techniques and Cartometric Compilation, Photogrammetric Compilation.
Applied Sciences - e.g., Cartographic Mathematics, Surveying, Geodesy, Cartographic Astronomy, Optics and Photometrics.
Instrumentation and Techniques - e.g., Photgraphic Retification and Mosaics, Computer Concepts, Photogrametric Instrumentation, Analytical Photogrammetry, Radial Triangulation.

Other Courses

- Advanced Management
- Analogue Instrumentation
- Computer Concepts
- Densitometric/Senstometric Training
- Editorial Skills
- EDP Language
- Effective Speaking
- Effective Writing
- Executive Seminar
- FFS Course for Cartographers
- FFS Course for Senior Area Specialist
- Human Relations
- Management for Air Force Supervisors
- Matrix Algebra
- Photo Interpretation
- Rapid Reading
- Terrain Embossing
- UNIVAC 1050-II Supply System

Who May Attend: Employees in the Professional Cartographer Course must qualify as GS-1370-5 Cartographers. Employees in the Management for Air Force Supervisors Course must be first or second level supervisors. Entrance into all other programs depends upon identified needs of present or future job requirements.

General Information: Government housing is not available.

For Further Information Contact:

Chief, Employee and Career Development Branch
Hq. Aeronautical Chart and Information Center
Second and Arsenal Street
St. Louis, Missouri 63118

Phone: Area Code 314, 268-8307

Department of Defense

Army

AMC AMMUNITION SCHOOL
Savanna, Illinois

Purpose: To provide administration and executive training to Army employees in order that they might qualify for journeyman supervisory positions in the operational aspects of ammunition.

Programs or Courses Offered:

Twenty-six courses dealing with ammunition, transportation, guided missiles, and chemical-biological munitions.

Who May Attend: Military and civilian personnel.

General Information: Qualified applicants may send for a complete brochure.

For Further Information Contact:

Mr. Robert Shore
Savanna Army Depot
Savanna, Illinois 61074

Phone: Area Code 815, 273-2211 ext. 2130

Department of Defense

Army

ARMY MANAGEMENT ENGINEERING TRAINING AGENCY
Rock Island, Illinois

Purpose: To develop and impart a comprehensive body of knowledge of scientific management techniques and practices. The courses are principle, concept and/or technique oriented, with every effort being made to demonstrate best management practices in order to assist the enrollee in applying knowledge gained upon his return to his installation.

Programs or Courses Offered:

Detailed description listing of courses is contained in AMETA catalog.

Who May Attend: Appreciation Courses - managerial personnel in (GS-9/11 and above)
Basic Technique Courses - personnel in training as specialists in particular scientific management techniques
Executive Workshops - top management executives (GS-14 and above)
Intern Programs - carefully selected employees who will be future staff specialists and managers in their occupational field
Seminars - managerial personnel (GS-9 and above)

General Information: AMETA students are furnished quarters through contracts with local hotels. Cafeteria and library facilities are available on post.

For Further Information Contact:

Dr. James O. Jensen
Associate Director, U.S. Army Management Engineering Training Agency
Rock Island Arsenal
Rock Island, Illinois 61202

Phone: Area Code 309, 794-6043

Department of Defense

Army

CENTRAL TRAINING INSTITUTE (CTI)
Saigon, Long Binh, and Can Tho, Republic of Vietnam

Purpose: To provide industrial skills, language, clerical, and management training for employees and managers assigned to Army organizations in the Republic of Vietnam.

Programs or Courses Offered:

- Auto Mechanic
- Basic Supervisory Development
- Card Punch Operator
- Carpenter
- Clerk Typist, Basic & Advanced
- Conversational English Night Courses I, II, III
- Electrician
- Instructor Training Workshop
- Light Vehicle Operator
- Material Handling Equipment Operator (Fork-lift)
- Middle Manager Workshop
- Military Correspondence
- Personnel Management for Executives Conference
- Power Plant Operator
- Radio Repair
- Refrigeration Equipment Repair
- Welding

Who May Attend: All USARV and serviced organizations within the Republic of Vietnam may nominate their employees to attend CTI courses. Personnel from other US government agencies may be nominated on a space available basis. Requests from other agencies will be forwarded to the Commanding General United States Army Vietnam, ATTN: AVHCP, APO 96375

General Information: The CTI has trained an average of 5,000 employees each year since 1966 for serviced organizations. A new trades school with live-in facilities is under construction at Long Binh and is expected to be in operation by May 1970.

CTI course objectives, length, and criteria for attendence are listed in USARV Pamphlet 690-1, CTI Course Catalog. The catalog also describes how CTI spaces or instructor cadres are obtained.

CTI instructors will be sent TDY to outlying-area to conduct on-site courses if training needs support requests.

For Further Information Contact:

Director, Central Training Institute
Office of the Civilian Personnel Director
United States Army, Vietnam
APO 96375

Department of Defense

Army

LOGISTICS MANAGEMENT CENTER
Fort Lee, Virginia

Purpose: To provide resident and non-resident instruction in wholesale logistics management; to conduct research; to formulate logistics doctrine; to maintain and disseminate bibliographic data on logistics studies on a Defense-wide basis; to assist selected foreign countries under the Military Assistance Program and other assistance programs; to develop courses in logistics for establishment in those countries; to assist Department of Defense logistics operating agencies in the installation of logistics management techniques.

Programs or Courses Offered:

The program consists of resident and non-resident instruction in wholesale logistics management and includes 14 courses and seminars in Army logistics management and 11 courses in Defense logistics management.

Who May Attend: Prerequisites for civilian nominees are based on grade and work assignment, and depend on the level of the course offered. All nominees must have a high school education and sufficient experience in logistics to comprehend the terminology and techniques employed in the course.

General Information: The Center faculty is supplemented by staff from other Defense agencies. Participants are required to occupy Government quarters while attending resident courses.

For Further Information Contact:

Mr. Joseph J. Lamantia
Chief, Registrar Office
U. S. Army Logistics Management Center
Fort Lee, Virginia 23801

Phone: Area Code 703-734-6303

Department of Defense

Army

LOGISTICS INTERN TRAINING CENTER
Texarkana, Texas

Purpose: To identify, develop, maintain, and replenish civilian career talent for managerial positions in depot operations, maintenance management, and maintainability engineering throughout the Department of the Army; to provide centralized training for Army Material Command personnel in depot maintenance field level work ordering and reporting procedures.

Programs or Courses Offered:

Depot Operations Intern Training Program
Maintainability Engineering Intern Training Program
Maintainability Work Ordering and Reporting Procedures
Maintenance Management Intern Training Program
Production Design Engineering Intern Training Program
Safety Engineering Intern Training Program

Who May Attend:

a) Maintenance Management and Depot Operations Intern Training Programs - Must meet FSEE eligibility for either GS-5 or GS-7 Supply Management Assistant or Equipment Specialist, and pass personal interview.

b) Maintainability, Safety, and Production Design, Engineering Intern Training Program - Must be graduate engineer and pass personal interview.

c) Maintenance Work Ordering and Reporting Procedures Course - Trainees must be closely associated with the preparation of the Depot Master Plan, Program Status Report, or processing of work authorizations involved in scheduling and mark-ups.

General Information: The center utilizes lecturers from other Federal agencies. The Maintainability Engineering Intern Program is conducted under contract with Texas A & M University. Because the courses are one to two years in duration, participants obtain their own housing, which is amply available within commuting distance of the Depot.

For Further Information Contact:

Mr. Elby W. McMichael
Director, Intern Training Center
Red River Army Depot
Attention: AMXRR-I
Texarkana, Texas 75501

Phone: Area Code 214, 838-2168

Department of Defense

Army

QUALITY ASSURANCE INDUSTRIAL TRAINING, U.S. ARMY MATERIAL COMMAND
Frankford Arsenal, Philadelphia, Pennsylvania

Purpose: Technical development is a process of continued growth through well selected works and practical experience, which serves to increase competence in specialized fields and to provide breadth and variety in background. The Centralized Training Program offers unequaled opportunities for such growth through a series of planned technical courses both in the electronic fields as well as in the field of mechanical and optical to meet the constantly changing technology.

Programs or Courses Offered:

Thirty-six courses are offered in the electronics and electro-mechanical optical fields.

Who May Attend: Attendance is primarily for AMC personnel but on a space available basis for Army, Navy, Air Force, and Contractor Personnel.

General Information: Government quarters are not available. Reservations will be made on request.

For Further Information Contact:

Mr. J. H. Zeigler, Chief
Training Division
U. S. Army, Frankford Arsenal
ATTN: SMUFA-Q7000, Bldg. 42-2
Bridge & Tacony Streets
Philadelphia, Pennsylvania 19137

Phone: Area Code 215, JE-5-2900 ext. 4202

Department of Defense

Army

TOPOGRAPHIC COMMAND TRAINING CENTER
Bethesda, Maryland

Purpose: To train and develop employees in the various skills, abilities and knowledges needed in the production and management of the Geodetic and Cartographic mission of the Army Map Service.

Programs or Courses Offered:

Technical Development

Aerial Photo Interpretation
Applied Photogrammetry
Geodesy and Cartography for Research Personnel
Military Correspondence
Professional Cartography and Geodesy for Engineers and Scientists
Plain Letters
Reading Improvement
Survey and Mapping Orientation
Technical Cartography

Middle Manager Development

Conference Leadership
Personnel Management
Effective Speaking

Supervisory Training

Supervisor Development
Role of the Supervisor
Work Simplification
Value Simplification

Familiarization Training

First Aid
Pre-Retirement

Who May Attend: The admission requirements vary from course to course.

General Information: Participation by other agencies is encouraged. Housing is not provided.

For Further Information Contact:

Mr. J. E. McClain
Chief, Training and Development Division
Army Topographic Command
6500 Brooks Lane
Bethesda, Maryland 20315

Phone: Area Code 301, 986-2384

Department of Defense

Army

U.S. ARMY SCHOOL, EUROPE
Oberammergau, Germany

Purpose: To function as the Army Regional Training Center for Europe in conducting Personnel Management for Executives Conferences and other Department of the Army Management Courses for the European Region; to provide technical, professional, administrative and management training as necessary.

Programs or Courses Offered:

Advanced Position and Pay Management
Advanced Training and Development Seminar
Conference Leadership Institute
Grievance Examiner
Labor Relations
Organization Planning
Personnel Management for Executives
Position and Pay Management
Recruitment and Placement
Regulatory Base of Personnel Management
Seminar for Chiefs of Management Offices
Standard Time Data
Systems and Procedures Analysis
Work Methods and Standards
Work Methods and Standards Appreciation
Work Planning and Control
Work Planning and Control Appreciation

Who May Attend: Personnel who have actual or anticipated assignments requiring the training and who meet the prerequisites of individual courses may participate.

General Information: On-site housing is provided.

For Further Information Contact:

Mr. Kenneth H. Dobelbower, Director
Executive and Career Development Department
U.S. Army School, Europe APO 09172

Department of Defense

Army

U. S. ARMY MANAGEMENT SCHOOL
Fort Belvoir, Virginia

Purpose: To offer short resident courses in management to uniformed members and civilian employees of the Armed Forces.

Programs or Courses Offered:

Army Installation Management
Defense Family Housing Management
Operations Research/Systems Analysis

Who May Attend: Employees of the Department of Defense and the Federal Government with related positions and the following minimum grades:

Army Installation Management - GS-11
Defense Family Housing Management - GS-7
Operations Research/Systems Analysis - GS-13

General Information: Army Installation Management and Defense Family Housing Management are "live-in" courses; the Operations Research course is a "drive-in course.

For Further Information Contact:

The Registrar
U. S. Army Management School
Fort Belvoir, Virginia 22060

Phone: Area Code 705, 644-1337

Department of Defense

Navy

CAPITAL AREA PERSONNEL SERVICES OFFICE, NAVY EMPLOYEE TRAINING CENTER
Arlington, Virginia

Purpose: To conduct and/or coordinate common-needed training programs for headquarters offices, bureaus, systems commands, and nearby field activities. The Center works with the offices, bureaus, and systems commands and nearby field activities to determine training needs and to formulate programs which will satisfy these needs.

Programs or Courses Offered:

After-Hours Programs
Clerical
Communications
General Management
Management Skills
Orientation
Personnel Management
Supervisory Development

Who May Attend: Navy employees and other Federal employees on a space available basis.

General Information: No living accommodations are provided, but motels and hotels are available in the area.

For Further Information Contact:

Mr. Tom Gill
Head, Employee Development Division
CAPSO-N Department of the Navy
801 North Randolph Street
Arlington, Virginia 22203

Phone: Area Code 202, 696-3906

Department of Defense

Navy

CCPO TRAINING CENTER, WASHINGTON NAVY YARD
Washington, D.C.

Purpose: To improve employees performance by providing training and educational opportunities.

Programs or Courses Offered:

Basic and Pre-Supervisory Development
Basic Military Service Record and Navy Correspondence
Basic Office Skills Training
Defense Procurement Course
Effective Management Leadership
Effective Writing
English Usage
IBM Typewriter Workshop
Instructional Methods
Orientation for New Employees
Orientation on Security
Per Diem, Travel, and Transportation Seminar
Personnel and Industrial Psychology
Personnel Management Institute
Phase Two Supervisory Development
Pre-Retirement Planning Seminar
Reading Improvement
Remedial Typing
Report Writing
Secretarial Development
Seminar for Summer Aide Supervisors
Shorthand Refresher
Supervisor Training on Human Relations
Supervisory Training (Continuing Phases)
Typewriting Refresher

Who May Attend: Each program has its own admission requirements which are listed in the CCPO Training Catalogue.

General Information: No government living quarters are available.

For Further Information Contact:

Mr. Louis A. Vagnoni
Chief, Employee Development Division, Code 123
Consolidated Civilian Personnel Office
Washington Navy Yard
Washington, D.C. 20390

Phone: Area Code 202, 693-3160

Department of Defense

Navy

METROLOGY ENGINEERING CENTER
Pomona, California

Purpose: The Metrology Engineering Center serves as the primary technical authority for the Naval Calibration Program in support of calibration of all test and measuring equipment used throughout the Navy.

Programs or Courses Offered:

Dimensional Measurements and Optical Tooling
Vibration, Shock, and Sound Measurements

Who May Attend: Special pre-entrance examinations have been designed for each of the courses offered. Applicants must pass the applicable examination for entry into the courses.

General Information: Participants must obtain their own housing.

For Further Information Contact:

Mr. S. Ivendorff - Supervisory General Engineer
Head, Laboratory Support Division, Metrology Engineering Center
Naval Plant Representative, Mail Zone 1-13
1675 West Mission Boulevard
Pomona, California 91766

Phone: Area Code 714, 629-5111

Department of Defense

Navy

MSTSLANT FIREFIGHTING AND DAMAGE CONTROL SCHOOL
Bayonne, New Jersey

Purpose: To train MSTS marine personnel and marine employees of the shipping industry who are sponsored by the U.S. Maritime Administration.

Programs or Courses Offered:

Classroom instruction in firefighting and damage control, and practical firefighting on firefield.

Who May Attend: Marine personnel sponsored by MSTS or Maritime Administration.

General Information: The school has no live-in arrangements. The school was scheduled for relocation to Caven Point, New Jersey.

For Further Information Contact:

Mr. Philip Brunell
Training Director
Military Sea Transportation Service, Atlantic
38th Street and First Avenue
Brooklyn, New York 11250

Phone: Area Code 212, 439-3400
ext. 5124

Department of Defense

Navy

NATIONAL NAVAL MEDICAL CENTER
Bethesda, Maryland

Purpose: To assist management and supervisory personnel in providing training needed to maintain a well trained work force and to aid in advanced planning and budgeting for training.

Programs or Courses Offered:

These relatively short-term programs are presented during the months of September through May. Courses include:

Basic Math and English
Effective Listening and Advanced Effective Listening
Home Study Supervisory Course
Navy Correspondence Procedures
Reading Improvement
Refresher Typing
Supervisory Development

Who May Attend: Attendance limited to Medical Center Personnel, military and civilian.

For Further Information Contact:

Mr. Nicholas J. Szabados
Head, Training and Educational Services Branch
Building 7, Room 32
National Naval Medical Center
Bethesda, Maryland 20014

Phone: Area Code 301, 295-0574

Department of Defense

Navy

NAVFAC TECHNICAL TRAINING CENTER
Norfolk, Virginia

Purpose: To provide career planning for wage board occupations in public works centers and departments in Navy field activities; to provide correspondence courses for public works occupations; to arrange for necessary technical courses through contracts for training in non-Government facilities.

Programs or Courses Offered:

Classroom Training

- Air Conditioning and Refrigeration
- Air Operated Controllers
- Boiler Inspection
- Corrected Flow Measurements
- Diesel Fuel Injection
- Diesel Power Generator
- Electric Controls
- Heating Plant Operations
- High and Low Voltage Coordination
- Instruction Alarm Systems
- Instrumentation and Measurements
- Pneumatic Controls
- Protective Electrical Devides
- Solar Gas Turbine
- Telemetering Service
- Transmission Fundamentals

Correspondence Courses

- Basic Arithmetic
- Basic Control Theory and Circuit Control
- Basic Draft Tools
- Basic Drafting
- Basic Principles of Electricity
- Water and Sewage

Who May Attend: Admission requirements vary with the occupational and career needs of the employees concerned.

General Information: Living facilities are not provided.

For Further Information Contact:

Mr. Warren L. Frink, Director
Naval Facilities Technical Training Center
Navy Public Works Center
Norfolk, Virginia 23511

Phone: Area Code 703, 444-2586

Department of Defense

Navy

NAVORDSYSCOM ENVIRONMENTAL HEALTH CENTER
Crane, Indiana

Purpose: The courses are designed to orient Navy personnel involved in the maintenance of health and safety with the principles of occupational health and the procedures used to recognize, evaluate, and control occupational health hazards.

Programs or Courses Offered:

Industrial Environmental Health Workshop

Who May Attend: Physicians, nurses, and paramedical personnel may attend.

General Information: Lecturers include scientific personnel from Federal agencies and professors from universities. Workshops are held in San Francisco and New York. Government housing is not provided.

For Further Information Contact:

Mr. John Buttz
Employee Development Specialist
NAVORDSYSCOM Environmental Health Center
U. S. Naval Ammunition Depot
Crane, Indiana 47522

Phone: Area Code 812, 854-1607 or 854-1614

Department of Defense

Navy

NAVORDSYSCOM FIELD SAFETY SCHOOL
Crane, Indiana

Purpose: To develop the knowledge and experience necessary for Naval Ammunitions personnel and others to carry out its functions under the safest conditions.

Programs or Courses Offered:

Explosives Safety	Industrial Safety
Fire Protection	Motor Vehicle Safety
Health and Hygiene	Safety Management

Who May Attend: Military and civilian personnel from Government activities and from private industry with Government contracts, who are fully capable of absorbing and applying the instructions they receive, are eligible.

General Information: Quarters for enrollees are available at a local hotel.

For Further Information Contact:

Mr. John Buttz
Employee Development Specialist
NAVORDSYSCOM Field Safety School
U.S. Naval Ammunition Depot
Crane, Indiana 47522

Phone: Area Code 812, 854-1607 or 854-1614

Department of Defense

Navy

NAVY LOGISTIC MANAGEMENT SCHOOL
Washington, D.C.

Purpose: To develop formal logistic support, programming and budget training courses; to provide a complete and comprehensive training program in logistics.

Programs or Courses Offered:

Integrated Logistic Support Concepts Course
Integrated Logistic Support Managers Course
Navy Department Planning and Management Systems Course
Navy Department Systems Analysis Course

Who May Attend: Rank of Lieutenant Commander or a grade level of GS-12 or above is required for participation in addition to secret clearance.

General Information: Government housing is not provided.

For Further Information Contact:

Mr. Harold Pelton
OIC/Director, Navy Logistic Management School
Naval Air Facility
Andrews Air Force Base
Washington, D.C. 20390

Phone: Area Code 301, 981-6113

Department of Defense

Navy

PROCUREMENT TRAINING AND DEVELOPMENT BRANCH
Arlington, Virginia

Purpose: To improve proficiency of procurement personnel.

Programs or Courses Offered:

Advanced Procurement Planning Seminar
Art and Technique of Negotiation Contract Modifications
Cost and Price Analysis and Negotiation Technique
Defense Advance Incentive Contracting Workshop
Defense Multi-Year Procurement and Two-Step Formal Advertising Seminar
Defense Procurement Executive Refresher Course
Defense Small Purchase Course
Principles and Applications of Value Engineering
Procurement Management for Technical Personnel
Termination Settlement and Negotiations

Who May Attend: Personnel from other agencies are eligible to attend. Admission requirements vary per course.

General Information: Housing facilities are not provided.

For Further Information Contact:

Miss Grace Steckel
Procurement Analyst
Naval Materiel Command
801 North Randolph Street
Arlington, Virginia 22203

Phone: Area Code 202, OX 6-2304

Department of Defense

Navy

WEAPONS PRODUCTION ENGINEERING CENTER
Crane, Indiana

Purpose: To provide the enrollee with the working knowledge necessary to perform the duties of a technician in a sound work measurement program and to relate this effort to the overall management process.

Programs or Courses Offered:

Department of Defense Work Methods and Standards Course
Methods Time Measurement (Updating)
Standard Operations Procedures - Safety Relationships
Work Methods Standards Orientation

Who May Attend: The course is designed for persons presently engaged in (or soon to be assigned to) methods study and work measurement activities. The attendee must be adept in applying basic arithmetic and simple algebraic techniques.

General Information: Quarters for enrollees are available at a local hotel.

For Further Information Contact:

Mr. P. N. Dantonio, WEIM
U. S. Naval Ammunition Depot
Crane, Indiana 47522

Phone: Area Code 812, 854-1607 or 854-1614

Department of Defense

Defense Contract Audit Agency

DEFENSE CONTRACT AUDIT INSTITUTE
Memphis, Tennessee

Purpose: The objective of the Institute is to provide professional audit training to Defense Contract Audit Agency personnel. The agency's mission requires that its audit workforce be knowledgeable in subjects that are not taught at either other Federal or non-Government training facilities. The Institute was established in order to fill this void and provide instruction in basic and advanced contract audit techniques.

Programs or Courses Offered:

Auditing in an ADP Environment
Auditor Intern
Graphic and Computational Analysis Techniques
Improvement Curve Analysis Techniques
Intermediate Auditor - Methods and Techniques
Intermediate Auditor - Technical Indoctrination
Statistical Sampling Seminar
Supervision and Technical Management of Audits

Who May Attend: The DCAA Master Training and Development Plan, developed in Fiscal Year 1967, is an integral element of the DCAA Auditor Career Management Program. Courses in the plan will provide professional, technical, and managerial training commensurate with the auditor's grade level and/or career level. This plan provides the careerist the opportunity to acquire the training at the appropriate stage of his career development.

General Information: Students are provided living accommodations in commercially operated hotels/motels in Memphis.

For Further Information Contact:

Chief, Professional Development Division
Deputy for Review and Evaluation
Headquarters, Defense Contract Audit Agency
Cameron Station
Alexandria, Virginia 22314

Phone: Area Code 202-694-7341

Department of Defense

National Security Agency

NATIONAL CRYPTOLOGIC SCHOOL
Fort Meade, Maryland

Purpose: To provide cryptologic training for NSA personnel.

Programs or Courses Offered:

The National Cryptologic School Catalog, which identifies courses offered, will be made available on a need-to-know basis to personnel holding SECRET clearances.

Who May Attend: Personnel possessing appropriate security clearances and having a valid need-to-know are admitted to National Cryptologic courses on a quota basis.

General Information: Both agency and interagency employees are trained. No housing facilities are provided, but motel facilities are located nearby.

For Further Information Contact:

Commandant
National Cryptologic School
National Security Agency
Fort George Meade, Maryland 20755

District of Columbia Goverment

DISTRICT OF COLUMBIA FIRE DEPARTMENT TRAINING CENTER
Washington, D. C.

Purpose: To train members of the Department in order to attain the utmost in fire fighting effectiveness and efficiency.

Programs or Courses Offered:

Basic Firefighting
Civil Defense
Emergency Ambulance Service Course
First Aid Instructor Course
Foam and Dry Chemical Truck Technician's Course
MB-5 Aircraft Fire Fighting
Officers Training Course
Pump Course
Vehicle - Training for Drivers and Turret Operators
Water Supply

Who May Attend: Trainees must have duties related to fire fighting.

General Information: Housing facilities are not available.

For Further Information Contact:

Mr. R. F. Henry, Deputy Fire Chief
D. C. Fire Department
300 McMillan Drive, N. W.
Washington, D. C. 20001

Phone: Area Code 202-462-1762

District of Columbia Government

METROPOLITAN POLICE DEPARTMENT TRAINING DIVISION
Washington, D.C.

Purpose: To develop training programs and curriculum and to provide training to police officers, to recommend and arrange training in institutes of higher learning.

Programs or Courses Offered:

Advanced Collection and Preservation of Physical Evidence
Advance Investigative Techniques
Canine Corps Training
Civil Disturbance Unit Training
Crime Scene Search
Emerging Roll of the Professional Police Officer in the Urban Community
Police Instructor Training
Police Press Relations
Police Recruit School
Police Supervisory Command School

Who May Attend: Participants must be Police Officers of the Metropolitan Police Department, Washington, D.C. or an invited member of another law enforcement agency. A high school diploma or a certificate of equivalency is required.

General Information: Due to limited facilities and personnel, this center is unable to offer the use of its facilities to other agencies. However whenever possible, every effort is made to cooperate with Federal agencies by supplying printed materials and speakers when requested.

For Further Information Contact:

Captain Thomas R. Estes
Acting Director, Training Division
Metropolitan Police Department
300 Indiana Avenue, NW.
Washington, D.C. 20001

Phone: Area Code 202-626-2000

Department of Health, Education, and Welfare

Public Health Service

DESERT WILLOW TRAINING CENTER
Tucson, Arizona

Purpose: To foster the development of knowledge, skills, and concepts which can be applied to accelerate better health for more Indian and Alaska Native people.

Programs or Courses Offered:

Indian Community Health Representative Program
Health Program Management for Indian Leaders
Health Program Management for Indian Health Service Staff
Professional Forums
Epidemiology
Dental Officer Training in Epidemiology

Who May Attend: The first two programs listed above are open only to American Indians and Alaska Natives. The 3rd program is for IHS Staff while the Forums are given for advisory groups and other professionals. The epidemiology courses are limited to supervisory personnel of GS-7 and above.

General Information: The training center was formerly a dude ranch and has complete lodging, dining and recreational facilities.

For Further Information Contact:

Mr. John W. Wydro
Assistant Chief, Training Branch
Indian Health Service
5600 Fishers Lane
Rockville, Maryland 20852

Phone: Area Code 301-433-1190

Office of the Director
IHS Desert Willow Training Center
P.O. Box 17510
10755 Tanque Verde Road
Tucson, Arizona 87510

Phone: Area Code 602-792-6451

Department of Health, Education, and Welfare

Public Health Service

ENVIRONMENTAL CONTROL TRAINING INSTITUTES
Rockville, Maryland; Cincinnati, Ohio; Las Vegas, Nevada; Winchester, Massachusetts; Montgomery, Alabama

Purpose: To give health personnel an appreciation and awareness of the effects of environmental health hazards on the individual and the general population, and to provide effective means of consideration and appraisal of opportunity for practice in the application of the latest techniques.

Programs or Courses Offered:

Automatic Data Processing
Computational Analysis
Environmental Sanitation
Injury Control
Occupational Health
Radiological Health
Solid Waste
Water Supply and Sea Resources

Who May Attend: Courses are designed primarily for professional personnel who are involved in environmental health programs. Trainees should have at least a baccalaureate degree in a science or equivalent preparation.

General Information: During fiscal year 1968, the National Center for Urban and Industrial Health and the National Center for Radiological Health were merged into one institute. Trainees make their own living arrangements at motels or hotels.

For Further Information Contact:

Director, Training Institute
Office of Training and Manpower Development
Environmental Control Administration
12720 Twinbrook Parkway
Rockville, Maryland 20852

Phone: Area Code 301-443-1786

Department of Health, Education, and Welfare

Public Health Service

INSTITUTE FOR AIR POLLUTION TRAINING
Research Triangle Park, North Carolina

Purpose: To design, develop and implement curriculum and learning sessions for the development and improvement of State, regional, and local government air pollution control personnel, and others with similar responsibilities; to participate in similar activities conducted by universities, public agencies, etc.; and to provide consultation and assistance in the development and conduct of training activities conducted by State and local agencies.

Programs or Courses Offered:

Courses in:

Air Quality Management
Atmosphere Sampling and Analysis
Community Environmental Management
Field Studies
Occupational Safety and Health
Process Evaluation and Control
Radiological Health
Solid Waste Management
Special Training
Water Hygiene

Who May Attend: Scientists, engineers and other professional people in the field of air pollution control and related activities.

General Information: Hotels and motels in the area provide housing.

For Further Information Contact:

Mr. Harry P. Kramer, Sc.D.
Director, Office of Manpower Development
P. O. Box 12055
Research Triangle Park, North Carolina 27709

Phone: Area Code 919-549-8221 ext. 565

Department of Health, Education, and Welfare

National Air Pollution Control Administration

NATIONAL AIR POLLUTION CONTROL ADMINISTRATION TRAINING CENTERS
Los Angeles, California; Chicago, Illinois; Houston, Texas

Purpose: To provide a variety of training courses necessary to create competent air pollution control specialists. Participation in such courses helps those already in practice to keep up to date. The Center also provides assistance in establishing or improving training activities conducted by other government agencies, educational institutions, and industrial organizations.

Courses or Programs Offered

A nucleus of training courses most appropriate for the area serviced.

Who May Attend: These courses are designed primarily for State, local and regional air pollution control personnel as well as National Air Pollution Control Administration personnel. However, applicants from other agencies will be accepted on a space-available basis.

General Information: No tuition or registration fee is charged. Trainees are expected to provide for their own housing and transportation while attending courses. To provide training service to a maximum number of organizations, the number of applicants from a single agency for any one course may be limited.

For Further Information Contact:

Registrar
Institute for Air Pollution Training
Office of Manpower Development
National Air Pollution Control Administration
Post Office Box 12055
Research Triangle Park, North Carolina 27709

Phone: Area Code 919-549-8221 ext. 531

Department of Health, Education, and Welfare

Public Health Service

NATIONAL COMMUNICABLE DISEASE CENTER
Atlanta, Georgia

Purpose: To assist the States in developing and improving their own training programs in the area of communicable disease control; to provide training and various other services which are not available to the States through their own resources; to provide training assistance and services to other organizational units of the Public Health Service and to other Federal agencies that are engaged in activities related to public health; and to develop and produce training aids and to stimulate use of these aids in public health training activities.

Programs or Courses Offered:

Courses in the following areas:

- Communicable Disease Control
- Epidemiology
- Infections Control in Hospitals and Institutions
- Personal and Organizational Skills
- Training Aids
- Training Methods
- Tuberculosis
- Vectorborne Disease Control
- Venereal Disease

Home Study Courses

- Basic Mathematics for the Sanitarian
- Communicable Disease Control for the Sanitarian
- Community Hygiene
- Foodborne Disease Control
- Vectorborne Disease Control
- Waterborne Disease Control

Who May Attend: All courses are open to Federal employees provided that needs of State or local health organizations are satisfied.

General Information: Students use commercial facilities for housing, food, etc.

For Further Information Contact:

Mr. Sid Berry
Training Officer
National Communicable Disease Center
1600 Clifton Road, N. E.
Atlanta, Georgia 30323

Phone: Area Code 404-633-3457

Department of the Interior

National Park Service

ALBRIGHT TRAINING CENTER
Grand Canyon, Arizona

Purpose: To Promote the orderly orientation, indoctrination, and career development of new uniformed employees who aspire to managerial roles in the National Park Service.

Programs or Courses Offered:

Administration for Line Managers
Administration of National Parks and Equivalent Reserves
Administrative Workshop
Concessions Management Seminar
Environmental Management Seminar
Executives' Environmental Seminar
Goal Setting Workshop
Introduction to Park Operations
Law Enforcement Workshop
Leadership Laboratory (T-Group)
Maintenance Management Workshop
Orientation for Professional and Administrative Personnel
Orientation to Park Planning
Orientation to Service Operations
Safety Management and Supervision

Who May Attend: Participation is offered to National Park Service employees in their first 2 years of employment.

For Further Information Contact:

Chief, Branch of Training
National Park Service
801 19th Street, N. W.
Washington, D. C. 20240

Phone: Area Code 202-343-8823

Department of the Interior

Bureau of Indian Affairs

INDIAN POLICE ACADEMY
Roswell, New Mexico

Purpose: To provide a standard Indian Police Training Program to assure more effective service to Indians and their property.

Programs or Courses Offered:

- Basic Education Training
- Government and Administration
- Laws, Courts and Judicial Procedures
- Physical Activities
- Police Science and Investigation
- Records and Report Writing
- Social Relations
- Traffic Functions

Who May Attend: Presently employed Bureau and Tribal Personnel or individuals qualified for an appointment as a Bureau or Tribal Police officer who meet the requirements of the Bureau's Employment Assistance Program.

General Information: Participants are housed in a dormitory and meals are provided.

For Further Information Contact:

Mr. D. W. Daughhetee
Employee Development Officer
Department of the Interior
1951 Constitution Avenue, N. W.
Washington, D. C. 20240

Phone: Area Code 202-343-2972

389-650 O - 70 - 5

Department of the Interior

Bureau of Indian Affairs

INSTRUCTIONAL SERVICE CENTER
Brigham City, Utah

Purpose: To fulfill a threefold objective: (1) production of in-service training material; (2) orientation of professional staffs; and (3) workshops to meet collective professional needs of staff.

Programs or Courses Offered:

Administrator's Workshop
Leadership Training for Bureau School Administrators

Who May Attend: Division of Education professionals, and the paraprofessional and administrative staff may attend.

General Information: One thousand participants can be accommodated on the campus of Intermountain School. On-campus housing is supplemented by local motels.

For Further Information Contact:

Mr. D. W. Daughhetee
Employee Development Officer
Department of the Interior
1951 Constitution Avenue, N. W.
Washington, D. C. 20240

Phone: Area Code 202-343-2972

Department of the Interior

National Park Service

MATHER TRAINING CENTER
Harpers Ferry, West Virginia

Purpose: This center conducts an in-service training program designed to promote the efficiency of the agency through the orderly career development of employees.

Programs or Courses Offered:

Administration for Line Managers
Administrative Workshop
Communications for Park Technicians
Communications: Speaking
Communications: Visual Aids
Communications: Writing
Curatorial Methods
Environmental Management Seminar
Executives' Environmental Seminar
Interpretive Demonstrations
Interpretive Operations
Law Enforcement Workshop
Leadership Laboratory (T-Group)
Maintenance Management Workshop
Orientation to Service Operations
Park Management
Safety Management and Supervision

Who May Attend: There are no specific admission requirements.

General Information: A 35-unit dormitory is available for single housing only. Married couples must use local or commercial housing.

For Further Information Contact:

Branch of Training
National Park Service
801 19th Street, N. W.
Washington, D. C. 20242

Phone: Area Code 202-343-8823

Department of the Interior

National Park Service

OFFICE OF THE NATIONAL CAPITAL PARKS TRAINING CENTER
Washington, D. C.

Purpose: To provide employees with training in the necessary skills for the job in which they are operating; to provide retraining to enable employees to maintain top efficiency in their jobs; and to provide for, and give the employee additional skills leading to advancement; to provide law enforcement training for Ranger and U. S. Park Police personnel; to provide employees with specialized skills in driver training, first aid, accident reporting, supervisory and management training, gardener training, and other areas of general and specific training needs.

Programs or Courses Offered:

Accident Control Through Supervision
Accident Reporting
American Red Cross Standard First Aid
Defensive Driving Course
Gardener Training
Introduction to Supervision
Regional Concessions Seminar
Supervision and Group Performance
U. S. Park Police Inservice Training Course
U. S. Park Police Recruit School

Who May Attend: Any employee who meets the course selection requirements and has submitted the required training request forms. Members of the U. S. Park Police, Rangers, and members of the Armed Force Military Police may attend U. S. Park Police Training Courses.

General Information: Motel and hotel accommodations are available in the vicinity.

For Further Information Contact:

Mr. Edward Jylkka
Chief, Branch of Training and Employee Development
Office of the National Capital Parks
National Park Service
1100 Ohio Drive, S. W.
Washington, D.C. 20242

Phone: Area Code 202, 381-7237

Department of the Interior

National Park Service

U. S. PARK POLICE TRAINING CENTER
Jones Point, Alexandria, Virginia

Purpose: To provide members with training in the necessary skills for the job in which they are operating; to provide training to enable employees to maintain top efficiency in their jobs; and to provide training for, and to give employees additional skills leading to advancement; to provide law enforcement personnel with specialized training in areas of fingerprinting, crime photography, sex crimes, and collection and preservation of evidence and to avail a facility in which college courses can be conducted.

Programs or Courses Offered:

Continuous programs are given throughout the year except for holiday weeks. Courses include:

College Courses for Law Enforcement
Inservice for Police Nonsupervisors
Inservice for Police Supervisors
Seminars for Police Supervisors
Specialized for Law Enforcement Personnel

Who May Attend: Any authorized law enforcement personnel may attend specialized and college courses. Other courses are limited to U. S. Park Police and Ranger Personnel.

General Information: No housing accommodations are available in the facility. However, hotel and motel accommodations are available in the vicinity.

For Further Information Contact:

Lt. Edward H. Henley
Training Officer
U. S. Park Police
1100 Ohio Drive, S. W.
Washington, D. C. 20242

Phone: Area Code 202, 381-7338

Department of the Interior

Federal Water Pollution Control Administration

WATER POLLUTION CONTROL TECHNICAL TRAINING CENTERS

Purpose: To provide technical training relating to the causes, prevention, and control of water pollution to personnel of public agencies and others with suitable qualifications.

Who May Attend: Admission to courses is by application on forms provided by the Federal Water Pollution Control Administration. Acceptance is governed by priority of application.

General Information: Trainees provide their own housing and transportation while attending courses.

Centers, Programs Offered, and Contact for Further Information:

ROBERT S. KERR WATER RESEARCH CENTER
Ada, Oklahoma

Analytic Quality Control
Bacterial Methods in Water Pollution Surveillance
Basic Freshwater Biology
Bioassay in Water Pollution and Control
Data Evaluation and Analysis
Freshwater Pollution Ecology
Geohydrologic Relationships in Water Pollution
Marine Pollution Ecology
STORET
Technical Seminar on Thermal Pollution
Water Pollution Control in Federal Installations
Water Quality Surveys - Field and Laboratory Procedures
Water Quality Surveys - Planning and Administration
Water Quality Surveys - Planning and Implementation

Chief, Technical Training
Robert S. Kerr Water Research Center
P. O. Box 1198
Ada, Oklahoma 74820

Phone: Area Code 405, 332-8800

Department of the Interior - continued

NORTHEAST REGIONAL TRAINING CENTER
Edison, New Jersey

Basic Freshwater Biology
Basic Water Quality Chemistry
Chemical Analyses for Water Quality
Current Practices in Water Microbiology
Freshwater Pollution Ecology
Laboratory Treatment Operators Course
Marine Pollution Ecology
Membrane Filter Workshop
Physical-Chemical Treatment Technology
Seminar on Advanced Water Pollution Control
Thermal Pollution Seminar
Water Quality Studies

Mr. Patrick Nixon, Director
Northeast Regional Training Center
Hudson-on-Delaware
Edison, New Jersey 08817 Phone: Area Code 201-846-4615

PACIFIC NORTHWEST WATER LABORATORY
Corvallis, Oregon

Basic Freshwater Biology
Basic Principles of Wastewater Treatment
Chemical Analyses for Water Quality
Current Practices in Water Microbiology
Design and Management of Sewage Treatment
and Disposal for Federal Installations
Freshwater Pollution Ecology
Heat Pollution Seminar
Laboratory Analyses in Treatment Plant Operation
Quantitative Evaluation of Biological Information
Obtained in Coastal Waters
Thermal Pollution Seminar
Water Quality Studies

Mr. Lyman J. Nielson
Chief, Technical Training
200 South 35th Street
Corvallis, Oregon 97330

Phone: Area Code 503, 752-4318

Department of the Interior - continued

SOUTHEAST WATER LABORATORY
Athens, Georgia

Advanced Waste Treatment Seminar
Analysis of Pesticides in the Aquatic Environment
Applied Biology Seminar
Basic Freshwater Biology
Basic Marine Biology
Characterization and Treatment of Organic Industrial Wastes
Data Analysis and Evaluation
Estuary Studies
Instructor Training for Puerto Rico
Laboratory Analyses in Treatment Plant Operations
Membrane Filter Methods in Treatment Plant Operations
Operator Instructor Development
Pesticide Ecology Seminar
Pesticide Residue Analysis in Water
Water Quality Studies

Mr. Robert Roth
Chief, Technical Training
Southeast Water Laboratory
College Station Road
Athens, Georgia 30601 Phone: Area Code 404, 546-3161

ROBERT A. TAFT SANITARY ENGINEERING CENTER
Cincinnati, Ohio

Advanced Treatment of Domestic Wastes
Analysis of Pesticides in the Aquatic Environment
Applied Biology Seminar
Basic Freshwater Biology
Bioassay in Pollution Analysis and Control
Biological Treatment of Wastewaters and Sludges
Chemical Analysis for Water Quality
Current Practices in Water Microbiology
Freshwater Biology and Pollution Ecology
Freshwater Pollution Ecology
Instrumental Analysis of Chemical Pollutants in the Aquatic Environment
Introductory Microscopic Analysis
Laboratory Analyses in Treatment Plant Operations
Membrane Filter Methods in Treatment Plant Operations
Orientation to Automated Instrumentation in Surveillance
Physical-Chemical Treatment Technology

Department of the Interior - continued

Physical-Chemical Treatment of Wastewaters and Sludges
Plankton Analysis
Planning Development of Wastewater Treatment Facilities
STORET System
Thermal Pollution Seminar
Water Pollution Control for Federal Installations
Water Quality Studies

Mrs. Beatrice York
Administrative Assistant
FWPCA National Training Center
4676 Columbia Parkway
Cincinnati, Ohio 48220

Phone: Area Code 513, 871-1820 ext. 248

Department of Justice

Bureau of Narcotics and Dangerous Drugs

BUREAU OF NARCOTICS AND DANGEROUS DRUGS NATIONAL TRAINING CENTER
Washington, D. C.

Purpose: To train Special Agent personnel in job-related skills, elements of supervision, and to prepare them for overseas duty;

To increase the knowledge of the drug abuse problem and to aid college deans and security officials in the development and implementation of drug abuse control programs to meet the needs of the specific institution;

To develop expertise on the State and local level in the forensic analysis of narcotics and dangerous drugs;

To develop improved methods of reducing the diversion of narcotics and dangerous drugs from licit to illicit channels;

And to provide State and local law enforcement officers with information as to the scope and severity of the narcotic and dangerous drug problem and to provide them also with information as to the technical investigative techniques needed to perform drug investigations.

Programs or Courses Offered:

Basic Agent Training
Pharmaceutical Industry Security Seminar
State and Local Police Chemists' Course
Training for State and Local Law Enforcement Officials
Workshop for College Deans and Campus Security Officials

Who May Attend:

Basic Training: Requirements are the same as they are for recruitment as a BNDD Special Agent.

Pharmaceutical Industry Security Seminar: Must be employed by a pharmaceutical manufacturer, Wholesaler, or distributor in a security-related capacity.

State and Local Police Chemists: Must be employed as a Chemist by a Federal, State, or local enforcement or regulatory agency.

Department of Justice - continued

Training for State and Local Law Enforcement Officials: The sole requirement is that the applicant be a duly appointed officer of a State and local law enforcement agency.

Workshop for College Deans and Campus Security Officials: Must be employed in an administrative, regulatory, or security capacity by a recognized college or university.

General Information:

Cooperation and liaison with other Federal departments and agencies is continually maintained. Various agencies also provide expert instructors on pertinent subjects. Hotel and motel accommodations are available.

For Further Information Contact:

Mr. Ernest J. Marquardt, Chief
Agent Training Division
Bureau of Narcotics and Dangerous Drugs
1405 Eye Street, N. W.
Washington, D. C. 20537

Phone: Area Code 202, 382-4517

Department of Justice

Federal Bureau of Investigation

FEDERAL BUREAU OF INVESTIGATION ACADEMY
Quantico, Virginia

Purpose: The objectives of the Federal Bureau of Investigation Academy are twofold. It is this Bureau's basic objective to afford training to new Special Agents personnel to equip them with the fundamentals of the law enforcement profession. The other objective is to afford training to selected local, county, state and Federal law enforcement officers from all over the United States and some foreign nations.

Programs or Courses Offered:

In-Service Training - e.g., Investigative Techniques, Policy Matters, Court Decisions, Administrative Techniques and other material essential to functions of experienced Special Agents.

National Academy Training - e.g., Courses in criminal law and investigations, behavioral science, physical science, administration and management for personnel of local, county, state, and selected Federal law enforcement agencies.

New Agents Training - e.g., The Constitution, Federal Criminal Procedure, Investigative Techniques, Collection, Identification and Preservation of Physical Evidence, Firearms and Defensive Tactics.

Who May Attend: Personnel attending New Agent's Training and In-Service Training must meet requirements for Special Agent of the Federal Bureau of Investigation. Attendance at in-Service courses is restricted to Special Agents having at least 3 years field experience. To qualify for attendance at the National Academy, a nominee must be a full-time officer of a duly constituted law enforcement agency, and must meet rigid requirements as to physical condition, experience, education, and character.

General Information: Housing is provided.

For Further Information Contact:

Mr. Joseph J. Casper
Assistant Director
Training Division
Federal Bureau of Investigation
Washington, D. C. 20530

Phone: Area Code 202, 393-7100

Department of Justice

Immigration and Naturalization Service

OFFICER DEVELOPMENT CENTER
Los Fresnos, Texas

Purpose: The purpose of the Advanced Officer College and Border Patrol Academy is to conduct a series of progressive and efficient training programs to build and retain a force of skilled and efficient employees who will install and use the best modern practices and techniques in the conduct of the Service's business thereby increasing efficiency and economy and improving public service.

Programs or Courses Offered:

Executive Development Seminar
Journeyman Immigrant Inspector Course
Journeyman Investigator Course
Naturalization Examiners Course
Operational Conference for Supervisory Investigators
Patrol Inspector Trainee Course

Who May Attend: Employees and others are enrolled in the center's courses upon the request of responsible officials who have identified need for such training.

General Information: This center cooperated with several other agencies in presenting courses and seminars similar to those listed above. On-site housing is provided.

For Further Information Contact:

Mr. Joe F. Staley
District Director
U. S. Immigration and Naturalization Service
Rural Route 3 Box 340
Los Fresnos, Texas 78566

Phone: Area Code 512, 233-5755
ext. 50

Panama Canal Company

PANAMA CANAL COMPANY TRAINING CENTER
Ancon, Canal Zone

Purpose: To provide each employee with training for the jobs they perform; to provide retraining to enable employees to maintain top efficiency in their jobs; to give the employee additional skills leading to advancement. The Training Center includes an Apprentice School whose students graduate as journeymen in 31 crafts and trades.

Programs or Courses Offered

Throughout the calendar year the courses offered on the basis of need include:

Introduction to Supervision
The Supervisor and Human Behavior
Management and Organization
Work Simplification
Job Instructor Training
Industrial Instruction Techniques
Reading Efficiency
Plain Letters Workshop
Spoken Spanish
Craft Learnership Project (does not confer journeymen status)
Special Courses by Outside Experts

Who May Attend: Any employee of the Panama Canal Company/Canal Zone Government who is nominated by his supervisor.

General Information: Formalized training was begun at the Panama Canal about 1908 to provide machinists and carmen during the construction period. The total training program has gradually expanded to meet the needs of a complex organization. Hotel accommodations are available within the Canal Zone.

For Further Information Contact:

Dr. Daniel J. Paolucci
Deputy Personnel Director (Staff)
Panama Canal Company, Administration Building
Balboa Heights, Canal Zone

Post Office Department

POSTAL SERVICE MANAGEMENT INSTITUTE
Washington, D. C.

Purpose: To provide in-service training for managers, supervisors, technicians, and professional personnel in the Postal Service including Postmasters.

Programs or Courses Offered:

Advance Traffic Management
Communications
Compensation Management
Compensation Officers
Customer Relations
Employment and Placement
Engineering
EEO Counselors
Financial Management
Hearing Officer Investigators
Industrial Relations Management
Inspection Management
Intermediate Traffic Management
Labor Relations Management
Maintenance Training (Norman, Okla.)
Mechanization for Managers
Military Postal Operations
Postal Inspection
Postal Operations Management
Postal Operations Supervision
Postmasters Management
Real Estate Management
Regional and Local Training Officers
Safety Management
Work Simplification
(Other training at selected field installations.)

Who May Attend: The Postal Service Management Institute is essentially an in-service training facility. Enrollment in Institute courses is on the basis of nominations from regional offices, post offices, and Headquarters offices of candidates meeting the criteria announced in specific course offerings.

General Information: The Postal Service Management Institute (previously called Postal Service Institute) expanded in January, 1969 to include responsibility for a planned National Technical Training Center in Norman, Oklahoma. This center will provide technical training services and professional and technical maintenance support to the Postal Service on a national scale. It replaces the 21 Maintenance Technical Training Centers across the nation reported in Fiscal Year 1968.

Housing is arranged in motels and leased apartments.

For Further Information Contact:

Mr. Gavin Lawson
Special Assistant to Director
Postal Service Management Institute
7900 Wisconsin Avenue, N. W.
Washington, D. C. 20014

Phone: Area Code 301, 656-3093

Railroad Retirement Board

EMPLOYEE DEVELOPMENT UNIT
Chicago, Illinois

Purpose: To provide for the recognition, utilization, and development of each employee's work potential; to train employees for future work assignments; to train and develop supervisors at all levels; to train and develop executives; to provide for the establishment of developmental guidance and counseling services; to increase the versatility of employees in work assignments; to provide employees with information about Board policies and programs in order to increase their appreciation of the Board's functions and their contributions, and to create an environment which will stimulate and encourage employee development, both through individual self-improvement and through Board-sponsored activities.

Programs or Courses Offered:

- Basic Algebra
- Basic Course for Supervisors
- Basic English
- Claims Examiner Training
- Effective Writing
- Fundamentals of Leadership
- General Mathematics
- IBM 360 and 7070 Training
- Informational Conference Training
- Management Development Course
- Plain Letters
- Programmed Instruction COBOL
- Public Speaking
- Typing Courses

Who May Attend: Employees are nominated by superiors for job-related training; self-development courses are offered after-hours for voluntary enrollment.

General Information: Employees brought in from outside the Chicago area are quartered in reasonably priced, suitable hotels close to Board Headquarters.

For Further Information Contact:

Mr. Kenneth C. Marz
Employee Development Specialist
U. S. Railroad Retirement Board
844 Rush Street
Chicago, Illinois 60611

Phone: Area Code 312, 944-5500 ext. 472

Small Business Administration

SMALL BUSINESS ADMINISTRATION WESTERN TRAINING CENTER
Denver, Colorado

Purpose: To provide the Small Business Administration with a facility which is designed and equipped to the specifications of professional trainers and a setting in which instructors can achieve maximum effectiveness and participants can derive maximum benefit from the programs offered there.

Programs or Courses Offered:

Programs of various lengths are scheduled as needed throughout the year. The tentative schedule is as follows:

Name of Program

Community Development
Effective Listening
Instructor Training
Interviewing and Counseling
Management Development I
Personnel Management
Technical Utilization

These represent our standard recurring programs. Other programs related to the mission of SBA are developed and conducted as needed throughout the year.

Who May Attend: Employees of SBA who meet the admission criteria for each specific program. Employees of other Federal agencies who meet the criteria for Management Development and Instructor Training Programs may attend on a space available basis.

General Information: Out-of-town participants may secure hotel accommodations through the staff of the Center.

For Further Information Contact:

Director, Western Training Center
Small Business Administration
U.S. Courthouse, Room 5006
1929 Stout Street
Denver, Colorado 80202

Phone: Area Code 303, 297-4028

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Small Business Administration

SMALL BUSINESS ADMINISTRATION EASTERN TRAINING CENTER
Silver Spring, Maryland

Purpose: To provide the Small Business Administration with a facility which is designed and equipped to the specifications of professional trainers and a setting in which instructors can achieve maximum effectiveness and participants can derive maximum benefit from the programs offered there.

Programs or Courses Offered:

Programs of various lengths are scheduled as needed throughout the year. The tentative schedule is as follows:

Name of Program

Community Development
Effective Listening
Instructor Training
Interviewing & Counseling
Management Development
Personnel Management
Technical Utilization

These represent our standard recurring programs. Other programs related to the mission of SBA are developed and conducted as needed throughout the year.

Who May Attend: Employees of SBA who meet the admission criteria for each specific program. Employees of other Federal agencies who meet the criteria for Management Development and Instructor Training Programs may attend on a space available basis.

General Information: Out-of-town participants may secure hotel accommodations through the staff of the Center.

For Further Information Contact:

Director, Eastern Training Center
Small Business Administration
8115 Fenton Street
Silver Spring, Maryland 20910

Phone: Area Code 703, 557-5413

Department of State

FOREIGN SERVICE INSTITUTE (FSI)
Washington, D. C.

Purpose: To provide training and instruction to employees of the Department of State and other Government agencies in The field of Foreign Affairs; to provide appropriate orientation and language training to Government employees and members of their families in anticipation of their assignment abroad; to provide employees with training in job and/or career related skills.

Programs or Courses Offered:

Courses vary in duration from 1½ days to 44 weeks. Courses include:

Administrative Training
Area Studies
Clerical Training
Consular Training
Country Studies
Economic and Commercial Training
Executive Development
Intensive Language Training
Junior Officer Training
Orientation
Political Training
Special Studies

Extension Studies (Outside of FSI)
After Hours Study Courses
Interagency Training Courses

Vietnam Training Center
Basic Course
District Operations Course
Extended Operations and Language Course
Province Senior Advisor Course
Vietnamese Lanugage

Who May Attend: Employees of the Department of State and selected employees of other Government agencies for whom training and instruction in the field of foreign affairs is necessary.

General Information: The Foreign Service Institute was established in March of 1947. Today the Institute accepts about 15,000 course enrollments annually -- about half in this country, the rest abroad -- in full-time, part-time, and extension programs. Department of State employees constitute about fifty percent of the enrollment in the Institute. The balance is made up of employees of some twenty-seven other departments and independent agencies -- principally the Agency for International Development, the U. S. Information Agency, and the Department of Defense.

For Further Information Contact:

Admissions Office
Foreign Service Institute
Department of State
Washington, D. C. 20520

Phone: Area Code 703, 557-5413

Department of Transportation

Federal Aviation Administration

FEDERAL AVIATION ADMINISTRATION ACADEMY
Oklahoma City, Oklahoma

Purpose: The Federal Aviation Administration Academy serves as the agency's principal source of aviation technical knowledge and professional educational services. The objective of the center is to research, organize and administer training programs pertaining to all facets of aviation for agency employees, internationals, and the aviation community.

Programs or Courses Offered:

Resident Study

Air Navigation Facilities Training
Air Traffic Training
Airports Training Program
Flight Standards Training
Logistics Management Training
Training Development Courses

Correspondence Study

Air Traffic Training
Electronics
Flight Standards Training
Management

Who May Attend: Participants must meet requirements which vary from course to course. In general they consist of basic skills, knowledges, experience and agency course progression coupled with GS grade and title prerequisites.

General Information: There are no living arrangements established for resident training, but commercial facilities are available.

For Further Information Contact:

Dr. Dale Rea
Superintendent, Federal Aviation Administration Academy
Aeronautical Center
P. O. Box 25082
Oklahoma City, Oklahoma 73125

Phone: Area Code 405, 686-4318

Department of Transportation

Federal Aviation Administration
National Transportation Safety Board

NATIONAL AIRCRAFT ACCIDENT INVESTIGATION SCHOOL

Oklahoma City, Oklahoma

Purpose: To familiarize appropriate personnel with the duties and responsibilities of investigating aircraft accidents; to emphasize the integration of varied skills and personnel for effective functioning of investigation teams; to indoctrinate all investigatory personnel in the most up-to-date methodology of aircraft accident investigation.

Programs or Courses Offered:

Accident Investigation Management
Advanced Investigation Technology
Aerodynamics Aspect Analysis
Aeromedical Factors Symposium
Aircraft Accident Investigation Functions
Aircraft Accident Investigation Methodology
Aircraft Systems Analysis
Basic Investigation Procedures
Investigation Supervisors Seminar
Navigation/Communications Systems Analysis Techniques
Operations Analysis Techniques
Powerplant Analysis Techniques
Report Writing

Who May Attend: Participants must be recommended by a Federal agency or industry.

General Information: This school is sponsored by the Federal Aviation Administration and the Civil Aeronautics Board and used jointly by Federal Aviation Administration and National Transportation Safety Board. Students make their own living arrangements.

For Further Information Contact:

Mr. Leon G. Harbeson
Personnel Officer
National Transportation
Safety Board
Department of Transportation
Washington, D. C. 20590

Phone: Area Code 202, 382-2336

Mr. Rudolph A. Doering, Dean
National Aircraft Accident
Investigation School
Federal Aviation Administration
Aeronautical Center
P.O. Box 25082
6400 South MacArthur Boulevard
Oklahoma City, Oklahoma 73125

Phone: Area Code 405, 686-2152

Treasury Department

TREASURY LAW ENFORCEMENT SCHOOL
Washington, D. C.

Purpose: The mission of the Treasury Law Enforcement School is to serve the Treasury enforcement community by providing basic and advanced training in the knowledge, skills, and attitudes required for efficient performance of the duties of Treasury enforcement officers, with emphasis on training needs common to all such officers.

Programs or Courses Offered:

General Courses - e.g., Ethics and Conduct for Investigators, Organized Crime, Public Relations

Law Courses - e.g., Civil Rights, Conduct and Testifying in Court, Conspiracy, Constitutional Rights, Evidence, Federal Court Procedures, Law of Arrest, Searches and Seizures, Apprehension and Handling of Prisoners

Investigative Techniques - e.g., Collection and Preservation of Evidence, Description and Identification, Fingerprints, Informants, Marksmanship, Photography, Questioned Documents, Raids, Self-Defense, Surveillance .

Who May Attend: Treasury personnel in the 1811 Series - Criminal Investigator who are nominated by their bureau. Eligibility of those from other sources (other Federal agencies, foreign, state or local governments) will be determined on a case basis. Attendance of non-Treasury personnel is on a space available basis.

General Information: As in the past, the school will accept candidates from outside of the Department. However, in view of the significant expansion of the Department's enforcement activities, it is anticipated that such participation will be severely limited during the current year. Housing is not provided and must be arranged by the trainee.

For Further Information Contact:

Director
Law Enforcement Training School
Treasury Department
Washington, D. C. 20220

Phone: Area Code 202, 964-5833

Treasury Department

Bureau of Customs

BUREAU OF CUSTOMS NATIONAL TRAINING CENTER
Hempstead, New York

Purpose: To provide for the presentation and administration of Bureau-wide training and development programs. The Center is designed to provide for both administrative and operational training related to all functions of the Bureau.

Programs or Courses Offered:

Advanced Agent Course
Basic Inspectors Course
General Administrative and Management Courses
Import Specialists Course
Systems Analysis

Who May Attend: Although the Center is designed to primarily meet the needs of the Bureau of Customs, qualified employees will be accepted from other organizations on a space available basis.

General Information: The National Training Center is located on the campus of Hofstra University and was established as a joint facility in cooperation with the Internal Revenue Service and the University. Housing is not provided; however, arrangements are usually handled by the Bureau's on-site representative.

For Further Information Contact:

Mr. Daniel J. Maillet, Director
Bureau of Customs
National Training Center
Uniondale Avenue at Hemstead Turnpike
Uniondale, New York 11553

Phone: Area Code 516, 483-9100

In Washington, D.C. contact:

Mr. James J. Doherty, Assistant Director
Training and Career Development
Bureau of Customs
2100 K Street, NW.
Washington, D.C. 20226

Phone: Area Code 202, 964-8000

Treasury Department

Internal Revenue Service

NATIONAL TRAINING CENTER
Arlington, Virginia

Purpose: This Center provides services to other Branches of the Training Division which develop and maintain all training courses; plan and conduct nationally centralized classes. The Center (1) develops training methods; (2) develops courses and conducts centralized training for Service instructors, and other training personnel (3) provides classroom space and services for classes conducted interregionally, and (4) coordinates production of training materials and equipment.

Programs or Courses Offered:

Training Systems Workshop
Training Task Analysis Workshop
Instructional Technology Workshop
Basic Income Tax Law Course for Special Agents
Special Agent Basic School
Alcohol and Tobacco Tax Inspector Trainee Program
Basic Alcohol, Tobacco and Firearms Investigator Course
Basic Internal Auditor Course
Middle Management and Executive Development Programs
Pension Trusts
Audit-Appellate Conferee Training
Insurance Company Income Tax Law
Excise Tax Law

Who May Attend: Selection for training classes is based on job assignment of employees.

General Information: Classroom space is available for use by other agencies on a "space available" basis. Housing facilities are not provided by the Center.

For Further Information Contact:

Mr. Earl Hertenstein
National Training Center
Crystal Plaza Building, Room 403
2221 Jefferson Davis Highway
Arlington, Virginia 22202

Phone: Area Code 703, 557-2414

Treasury Department

Internal Revenue Service

REGIONAL TRAINING CENTERS
Hempstead, New York
Cincinnati, Ohio
San Francisco, California
Van Nuys, California

Purpose: To conduct those Service-wide and locally developed programs which will develop new regional employees and will prepare employees selected for positions with progressively greater responsibilities so that regional staffing needs can be met.

Programs or Courses Offered:

Exempt Organization
Field and Office Audit Group Supervisor
Income Tax Law for Estate Tax Examiners
Instructor Training
Revenue Agent Training, Units I, II, & III
Revenue Officer Training, Phase I & II
Tax Assistor
Tax Technician, Basic and Advanced

Who May Attend: Participants must be selected by their supervisors. State and local employees engaged in tax work may attend.

General Information: Classroom space may be scheduled by other agencies.

For Further Information Contact:

Mr. William Eth
Uniondale Avenue at
Hempstead Turnpike
Uniondale, New York 11553

Phone: Area Code 212,
264-7387

Mr. Richard S. Cheverette
Room 501
15301 Gault Avenue
Van Nuys, California 91405

Phone: Area Code 213,
787-0487

Mr. William R. Tracewell
P. O. Box 2119
Cincinnati, Ohio 45201

Phone: Area Code 513,
684-3314

Mr. Richard Nesbit
229 Haight Street
San Francisco, California 94102

Phone: Area Code 415,
556-3953

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U. S. GOVERNMENT PRINTING OFFICE : 1970 O - 389-488